



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	2-11-2013
Subchapter:	1	Forms	
Issuance:	4.24	<b>CP&amp;P Form 4-24, Request for KLG Subsidy Approval Memo Checklist</b>	

Click here to view, complete, and print the CP&P Form [4-24](#), Request for KLG Subsidy Approval Memo Checklist.

### WHEN TO USE IT

All KLG subsidy requests are reviewed and approved in the Office of Adoption Operations by the Assistant Director or his or her designee. KLG subsidy eligibility and service needs that may be included in the subsidy are discussed early in the child's placement as part of concurrent planning. Use this form as the cover memo and checklist for a subsidy request.

### HOW TO USE IT

The Worker: completes the CP&P Form [4-24](#) after:

- Discussing the KLG and Adoption Subsidy Programs with the prospective kin caregiver, and the kin caregiver acknowledges that full disclosure was provided by signing [CP&P Form 4-18](#), Fact Sheet - Differences between Adoption and KLG, Acknowledgement Receipt; and
- Completing:
  - The subsidy rate assessment in NJS;
  - The [CP&P Form 4-8](#), CP&P Kinship Legal Guardianship (KLG) Subsidy Agreement Note: The kin caregiver signs this form **after** it is approved by the Office of Adoption Operations;
  - The [CP&P Form 4-25](#), Eligibility Criteria for CP&P KLG Subsidy, and

- Other appropriate forms or documents (see required attachments on CP&P Form [4-25](#)).
- Prepares the form using the on-line template in the computerized Forms Manual (1-10).
- Submits the CP&P Form [4-24](#) to his or her Supervisor for approval.
- Sends a copy of this form, the CP&P Form [4-25](#), and the subsidy request packet (including all forms and documentation) to the Office of Adoption Operations, Cost Code # 966, or faxes the packet to 609-984-5449. (Note: Inter-office mail is preferred.)

Note: The Casework Supervisor must approve the attached CP&P Form [4-25](#) before the request packet is sent to the Office of Adoption Operations for approval.

### **TIPS FOR COMPLETING THE FORM**

- All text fields must be completed.
- Select all check boxes for required attachments.
- Attach all forms and documentation. Note: The CP&P Form [4-8](#), must be sent without the signature of the kin caregiver.
- An e-mail response to the subsidy request will be sent to the requesting Supervisor/Worker.

### **DISTRIBUTION**

Original	-	Office of Adoption Operations
Copy	-	Child's case record with entire request packet (Update once the approval is received.)